Yearly Event Planner

Event #1

Name of Event: ___________________________________________________

Tentative/Planned Dates: 1) _______ 2) _______ 3) _______

Tentative/Planned Location: ____________________________________________

Brief Description of the purpose for the event: __________________________
_________________________________________________________________

Who do you plan to invite?

☐ All Chapter Members ☐ Young Alumni
☐ Prospective students & family ☐ Members w/ children
☐ Other ____________________________________________________________

How will you advertise/mark the event? (You may select more than one)

☐ Email ☐ Social Media
☐ Flyers ☐ Radio and/or Television
☐ Other ____________________________________________________________

Will there be a cost to attend? YES / NO  Amount: ___________

Will raffle tickets be sold? YES / NO  Amount & Prize(s) __________________

Event #2

Name of Event: ___________________________________________________

Tentative/Planned Dates: 1) _______ 2) _______ 3) _______

Tentative/Planned Location: ____________________________________________

Brief Description of the purpose for the event: __________________________
_________________________________________________________________

Who do you plan to invite?
All Chapter Members
Prospective students & family
Other

Young Alumni
Members w/ children

How will you advertise/market the event? (You may select more than one)

Email
Flyers
Other

Social Media
Radio and/or Television

Will there be a cost to attend? YES / NO  Amount: ___________

Will raffle tickets be sold? YES / NO  Amount & Prize(s) ____________________

Event #3

Name of Event: ___________________________________________________

Tentative/Planned Dates: 1) __________ 2) __________ 3) __________

Tentative/Planned Location: _________________________________________

Brief Description of the purpose for the event: __________________________

Who do you plan to invite?

All Chapter Members
Prospective students & family
Other

Young Alumni
Members w/ children

How will you advertise/market the event? (You may select more than one)

Email
Flyers
Other

Social Media
Radio and/or Television

Will there be a cost to attend? YES / NO  Amount: ___________

Will raffle tickets be sold? YES / NO  Amount & Prize(s) ____________________